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Deputy Director (Administration)

30 April 1952

Comptroller

Travel Procedures for Newly Recruited Employees

1. **PROBLEM.**--At the present time procedures concerning the authorization, preparation, and computation of the travel expenses of newly hired employees reporting to Headquarters for training prior to departure for an overseas post are needlessly time-consuming and, in some cases, work a hardship on the new employee. Presented herewith are suggested changes which it is felt will simplify and expedite the processing of travel claims for travel performed by the employee from his place of residence to Washington.
2. **FACTS BEARING ON THE PROBLEM.**--Under existing procedures, the Personnel Division is responsible for notifying the employee to report for duty, but the operating division is responsible for preparing the travel order. The operating division, although charged with the responsibility for preparing the travel order does not always have in its possession the information necessary to prepare the order, such as the number and ages of dependents, and the place of residence. This information, however, is normally on file in the Personnel Division.

Frequently, the employee arrives and reports to the Personnel Division without the knowledge of the operation division concerned. As the Finance Division may not certify a travel claim until a travel order is received and the claim is approved by the operating division, the payment of the employee's claim is thus frequently delayed.

The new employee is seldom made aware of the requirements of the Standardized Travel Regulations. He is not advised as to modes of travel to be used, as to the time in transit permitted, or as to the necessity for maintaining adequate records. Frequently the employee travels by personally owned automobile. If he is without dependents he may not, under present regulations, be authorized the reimbursement in excess of the costs he would have incurred had he travelled by common carrier. The determination of comparative costs is often difficult and time-consuming. Again, payment of the employee's claim is delayed.
3. **CONCLUSIONS.**--It is believed that the payment of travel claims for new employees can be materially expedited by
 - a. granting authority to the Personnel Division (Covert) to issue travel orders and to approve travel claims for newly hired employees.

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- b. by the granting of approval to waive certain technicalities in the existing travel regulations, and
 - c. by a simplification of the existing regulations pertaining to travel by privately-owned automobile.
4. ACTION RECOMMENDED.--Accordingly, the following recommendations are made:
- a. Authority be vested in the Personnel Division (Covert)
 - (1) to issue travel orders and approve travel vouchers for travel performed by the employee in reporting for duty, and
 - (2) approve per diem claims for such time as the employee remains assigned to the Personnel pool.
 - b. Approval be granted to reimburse new employees reporting to Washington as follows:
 - (1) Authority be granted to waive submission of receipts and other detailed supporting data when the employee certifies to the expenditure and the expenditure appears reasonable and allowable under the existing regulations.
 - (2) New employees not accompanied by dependents be to be authorized a flat 5¢ a mile when traveling by privately-owned vehicle, without regard to the comparative costs of travel by common carrier.
 - (3) Mileage for employees traveling with dependents to be computed as heretofore at 7¢ per mile without regard to comparative cost of travel performed by common carrier.
 - (4) Where travel is performed by privately-owned vehicle, per diem to be allowed on the basis of approximately 300 miles per day.
 - (5) Mileage in all cases to be ascertained from the official mileage guide.

E. R. SAUNDERS
Comptroller

CONCURRENCIES:

Chief, Personnel Division (C)
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